



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS AND MEASURES

Class No. 002102

■ CLASSIFICATION PURPOSE

To provide local enforcement of Federal and State agricultural, weights, and measures laws and regulatory mandates; and to perform Board approved watershed management.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position unclassified executive management class allocated only to the Department of Agriculture, Weights & Measures. Under administrative direction, the incumbent is responsible for providing local enforcement of Federal and State agricultural, weights, and measures laws and regulatory mandates.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Plans, directs, organizes, and evaluates Agricultural/Weights and Measures programs and activities, including inspection, enforcement, and public services.
2. Directs the establishment and implementation of policies and programs for the inspection and enforcement of Federal, State, and local agricultural, weights, and measures laws, codes, and regulations.
3. Evaluates departmental programs to ensure compliance with Federal and State agricultural/weights and measures laws and regulations.
4. Directs the preparation, submittal, and presentation of agricultural reports to applicable State departments, County Board of Supervisors, and other agencies.
5. Develops the department's annual budget and monitors revenue and expenditure transactions.
6. Conducts fiscal analysis and prepares cost projections.
7. Identifies operational problems and formulates appropriate solutions.
8. Acts as liaison with other public and private agencies and provides information to the media, public, industries, and agency representatives on departmental activities.
9. Attends meetings and conferences related to agricultural, weights, and measures issues.
10. Supervises subordinate staff.
11. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.
12. Holds hearings on violations of agricultural rules and regulations and weights and measures laws and regulations, and determines the need for further hearing or prosecution of violators.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Federal, State, and local agriculture, weights, and measures laws, codes, and regulations.

- Agricultural/weights and measures principles, practices and issues.
- Operation and use of standard weighing and measuring devices.
- Inspection, standardization, and quarantine procedures and methods used for agricultural commodities and activities.
- Rules of evidence, investigation techniques, and legal court procedures.
- Policy/procedure development and implementation related to agriculture/weights and measures programs.
- Supervision and training principles and practices.
- Public administration principles and theory, including general administration, human resource management, fiscal management, and accounting.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, organize, direct, and evaluate the overall activities of agricultural/weights and measures staff involved in inspection, enforcement, public services, and administrative activities.
- Identify and resolve departmental operational problems.
- Prepare annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact, and diplomacy.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Provide prompt, efficient, and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Maintain effective audio-visual discrimination and perception necessary for making observations, communicating with others, and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the know ledge, skills and abilities listed above. An example of qualifying education/experience is: five (5) years of experience as a Deputy Agricultural Commissioner & Sealer in a California county.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Must possess valid California licenses as a County Agricultural Commissioner and a County Sealer of Weights and Measures per the California Food and Agricultural Code Section 2123 and the Business and Professions Code Section 12203.

Working Conditions

Office environment; exposure to computer screens and other basic office equipment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

**New: August 11, 1981
Revised: April 17, 1992
Reviewed: Spring 2003
Revised: May 17, 2004**